



Harrisburg E-Cycle Day 2014

Event: Region 3 GSA Personal Property Management invites all federal, state, and local government agencies in the greater Harrisburg area to dispose of broken, obsolete, unusable electronic equipment of any size—for FREE—on **Wednesday, October 8, 2014, from 10am - 3pm on City Island in Harrisburg, Pennsylvania.**

Registration: Agencies are asked to register in advance on the designated GSA website to participate and to—as best possible—provide a projected estimate of the volume of items being disposed under the "Special Needs" section of the registration page (for example, "2 pallets of e-waste". Note: a pallet is at least four individual pieces of e-waste that covers the four corners of the pallet.) **You can register at interact.gsa.gov. –just click on “training” and search for the event.**

Location: City Island, North Side Parking Lot (Harrisburg Senators Lot), Harrisburg, PA 17101 (US Postal Service address is 600 Riverside Drive, Harrisburg, PA 17043.)

Date: Wednesday, October 8, 2014; **Time:** 10:00 a.m. to 3:00 p.m.; **Conditions:** Rain or shine

Procedure: Register at <https://interact.gsa.gov/gsa-event/harrisburg-e-cycle-day-2014>

1. Agencies will deliver all broken, obsolete, unusable electronic equipment to the North Side Parking Lot—accessed by car, van, truck, or trailer—at the designated date and times (palletizing and shrink-wrapping of items are preferred, but not required).
2. Agencies will be asked to confirm their agency names and registration information at the site (on-site registration is acceptable).
3. Unicor-Federal Prison Industries, Inc. will be on hand to provide loading, transport, and ultimate recycling services to the governmental agencies at no costs.
4. GSA/Unicor will provide a statement to each participating agency to acknowledge receipt of their “acceptable” property. Property deemed “not acceptable” will be returned immediately.
5. Unicor, subsequently, will provide each participating agency with a “recycle certificate.”*

* UNICOR will provide documentation showing all donated material is processed at recycling facilities that are fully **R2-certified, ISO-9001 certified, ISO-14001 certified, and OHSAS-18001 certified**. UNICOR will provide a “Certificate of Recycling” to each donating agency, organization, or entity stating the date and volume (lbs) of material received for recycling. (NOTE: certificates of recycling will generally take 1 week to be provided to all donors.) UNICOR will provide more detailed information (number of units, type of equipment, manufacturer, serial #, and final disposition – reuse or de-manufacture) for each piece of accountable property received at the collection event. (NOTE: this is only for Federal agencies, State/Local/Municipal agencies, or private organizations with prior approval. This service will not be provided to individual donors. Accountable property excludes peripheral items such as keyboards, mice, power supplies, wires, components, etc.).

Acceptable Items: Computer equipment, computer peripheral equipment, communication equipment, electronic games, cameras, televisions, printers, printer/toner cartridges, copiers, typewriters, batteries (no alkaline), and wire (no fiber optic cable).

Not Acceptable Items: Alkaline batteries, fiber optic cable, wood furniture, any hazardous material—including oils, PCB’s, paints, radioactive material, etc.

(For additional information, please contact GSA/Area Property Officer, Robert Kitsock, at 717-580-5303)

The General Services Administration extends its gratitude to the City of Harrisburg for co-hosting this event.

